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PERSONNEL POLICY IN RESPECT TO AGENCY DEALINGS WITH EMPLOYEES

*1st draft*

1. GENERAL

The Assistant Director for Personnel shall be responsible for determination of personnel relations policy and monitorship thereof, which effects all Agency dealings with and among all employees. In particular, these responsibilities shall embrace such dealings on the part of the Medical Office, Office of Training, and the Security Office.

Consistent with the above responsibility:

- a. Psychiatric services shall be administered by the Chief, Medical Staff.
- b. All employee psychological services, except as contained within a psychiatric or medical program, shall be given technical guidance by the Director of Training and at headquarters shall be administered by him.

2. RESPONSIBILITIES

- a. Subject to Medical and Security concurrences as set forth below, the Assistant Director for Personnel has overall Agency responsibility for the determination of the suitability of applicants and employees, and for the morale effect of internal organizational dealings which concern the employee.
  - (1) In respect to this latter responsibility, the AD/Personnel will report semi-annually to the DCI.
- b. The Chief, Medical Staff is responsible for providing appropriate professional medical and psychiatric services pertinent to suitability as well as therapeutic determinations and for providing

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recommendations to the AD/Personnel based on the results of such services. Technical determinations by the Chief, Medical Staff may not be over-ridden without DCI approval.

- c. Except for psychological services contained in a medical program, the Director of Training is responsible for conducting the Agency Headquarters psychological testing programs, for providing technical guidance to such programs elsewhere, for providing psychological evaluations and, based on the results of such services, for providing recommendations to the AD/Personnel in connection with suitability determinations.
- d. The Director of Security is responsible for conducting appropriate security investigations pertinent to the suitability determinations and for providing recommendations to the AD/Personnel based on the results of such investigations. Technical determinations of the Director of Security may not be over-ridden without DCI approval.

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